

EXHIBIT C

TUCSON UNIFIED SCHOOL DISTRICT ALE OPERATING PLAN

This Operating Plan for the District's Advanced Learning Experiences (ALEs) is designed to guide the ALE Director and GATE and AVID Coordinators chronologically through the year and is divided into six parts: End of Summer/Start of School, 1st Quarter, 2nd Quarter, 3rd Quarter, 4th Quarter, and End of School/Start of Summer. Each section lists the specific tasks to be carried out in different ALE areas: General ALE tasks; Gifted and Talented Education (GATE); Advanced Academic Courses (AACs), including Accelerated, Honors, Middle School Courses for High School Credit, Advanced Placement (AP), Dual Credit, and International Baccalaureate (IB); University High School (UHS), and Advancement Via Individual Determination (AVID). The plan also specifies who is responsible for completing the tasks.

The tasks below are ongoing throughout the year by the ALE Director.

Year-round

ACTION
<ul style="list-style-type: none"> • Meet regularly with AVID Program Coordinator to review AVID data • Meet regularly with GATE Senior Program Coordinator to review GATE data • Answer Requests for Information • Approve iVisions, including ePARs, Budget Modifications, and Purchase Requisitions • Approve Time Clocks Plus • Attend CIPDA weekly meeting, share weekly updates • Attend Coordinated Student Assignment team meetings • Attend District Synergy course meetings • Attend Instructional Leadership Academy and present information as appropriate • Attend other District meetings as appropriate • Attend School Professional Development • Attend Tucson Unified community events (African American Parent Conference, Adelante, Parent University, Festival of Books, etc.) • Attend Tucson Unified Governing Board meetings and present information as appropriate • Attend WebEx meetings from AVID • Attend webinars from College Board • Collaborate with other Tucson Unified departments as appropriate • Complete time clocks for all Itinerant teachers, testing specialists, and districtwide employees for professional development • Evaluate Dual Language (DL) GATE program for expansion to other sites should there be enrollment space needed for the program • Meet regularly with ALE Administrative Assistant • Participate in Central Screening Interview committee • Present ALE/GATE/AVID programs and marketing materials at community events • Purchase textbooks for schools • Review, organize, and align ALE budget • Host quarterly meetings to coordinate departmental support between ALE, MASSD, AASSD, FACE, SCS, and Regional Offices • Host regular meetings to explore the District providing its own summer institute for ALE and CRP teacher training with representatives from MASSD, AASSD, GATE, and the UHS principal • Submit ALE updates to Superintendent and Assistant Superintendent of Curriculum & Instruction • Visit schools

The tasks below are organized by Quarter. The initial bullets (General ALE) relate to more than one ALE. The remainder are categorized by specific ALE.

Summer/Start of School Year

AREA	ACTION	OWNER
General ALE	<ul style="list-style-type: none"> Attend budget meetings Attend Tucson Unified Administrator Conference Begin developing Annual Implementation Plan for all areas of Advanced Learning Develop relationships with site administrators, especially new administrators Have initial meeting with all relevant department directors (AASS, MASSD, FACE, SCS, Regional Offices) to review the previous school year and plan for the upcoming school year. 	ALE Director
GATE	<ul style="list-style-type: none"> Attend any events/outreach districtwide with GATE staff Attend both fall GATE districtwide K-5 and middle school open houses Update all GATE cluster teacher lists. Contact principals as needed for new hires/cluster openings Complete inventory of all Literacy Kits, games, books, and book room materials and update and maintain as needed Create yearly staff development schedule (including PLC schedule/hours for GATE itinerant program) and submit to True North Logic Update DL GATE video on Hollinger website as needed (created by Hollinger) Organize and attend DL GATE expo (led by Hollinger staff) to showcase the GATE program DL GATE staff attendance at Hollinger fall carnival Coordinate fall marketing of program to all qualifying DL GATE students in Southwest feeder pattern (informational flyer with placement statement) to early enroll Organize and attend Family Enrichment Night sponsored by GATE (districtwide event) Finalize GATE lesson plans/pull-out curriculum/materials Place marketing flyer on DL GATE website, TUSD FB for events, outreach, etc. Meet with Tully leadership team to review GATE SC plan Create DL GATE marketing materials (DL full page flyers, new rack cards, etc.) Attend on-site GATE open house with GATE staff attending 	Senior GATE Program Coordinator (w/ ALE Director oversight)

GATE	<ul style="list-style-type: none"> • Plan districtwide professional development for school year/schedule consultants/purchasing forms/post PD on True North Logic/advertise/supervise set up of PD ePARs • Prepare and finalize GATE Itinerant staff handbook including evaluation documents, governing board policies, etc. • Prepare for GATE itinerant staff back-to-school training • Review all middle school and high school GATE resource classes on Synergy and match to current GATE lists. Follow up with all teacher to provide support for teaching GATE class • Review all self-contained placements weekly and do any necessary marketing if needed to fill seats. Follow up weekly with new counts based on changes to enrollment. Send out offers to new families when needed • Review budget and order supplies/materials for GATE itinerant program • Revise GATE itinerant site schedules • Send all new principals GATE lists for middle school • Supervise parent communication • Update SharePoint and website for new year • Work on marketing for GATE program including ordering marketing materials for outreach events • Work with Pre-GATE kindergarten programs/placements/screen additional students as needed 	Senior GATE Program Coordinator (w/ ALE Director oversight)
AACs	<ul style="list-style-type: none"> • Begin ordering process for PSAT 8/9 and PSAT/NMSQT. Each year students in grades 9, 10, and 11 take the PSAT. The results of this test are used help identify students with potential to do well in AP, Dual Credit, or IB classes. In January, the College Board trains counselors and administrators in the development of the AP Potential Report. • Review K-8, middle, and high school master schedules to identify GATE classes. Based on the master schedule review, the ALE Director will determine if each school meets the required course offerings and works with schools that may need help scheduling GATE classes. • Review K-8, middle, and high school master schedules, specifically looking for increases in AACs. Based on this information, the ALE Director determines if the school has shown growth in AACs. 	ALE Director

UHS	<ul style="list-style-type: none"> Review UHS master schedule, specifically looking for increases in AP and Dual Credit classes. Based on the master schedule review, the ALE Director determines if the school has shown growth in AACs. 	ALE Director
AVID	<ul style="list-style-type: none"> Attend Summer Institute; facilitate Site Teams training Calendar and plan monthly AVID coordinator meetings for the school year. Create course in True North Logic so that coordinators receive PD training. Complete data review of AVID elementary student-level post-assessments with sites Confirm that the Elementary CSS or Secondary CCI for each site has been submitted to AVID Center Coordinate and provide professional development to AVID sites on an “as needed” basis (Summer PD, back to school PD) Coordinate with any other districts assigned to the Site Team space at Summer Institute for co-facilitation if necessary Record baseline AVID data and review goals for each site implementation plan regarding student attendance, behavior, academics, teacher performance, etc. Download and review the AVID SI Site Team materials Make plans to follow up with sites on methods for putting learning from Summer Institute into practice and ensuring systems for accountability Meet monthly with site AVID Coordinators to provide professional development, support, and opportunities for collaboration and strategies to move AVID schoolwide at each campus Meet weekly with ALE Administrative Assistant to review field trips, supply orders, travel details, budget, and other topics related to the AVID program Monitor and disseminate information from AVID Center national and regional communications (newsletters, emails, live chats, flyers etc.) Monitor completion of SI eLearning Review the District Dashboard to identify trends and priorities Secure Synergy SIS rights for all AVID site coordinators to facilitate the collection and submission of their site data Set expectations with Site Teams for maintaining the momentum from Summer Institute and creating plans to instill a culture of success for all students throughout each site 	AVID Coordinator (w/ ALE Director oversight)

1st Quarter

AREA		OWNER
GENERAL ALE	<ul style="list-style-type: none"> Attend Fall Equalization and staffing meetings Finalize Annual Implementation Plan for all areas of Advanced Learning Meet with Regional Assistant Superintendents and Assistant Superintendent of Curriculum & Instruction to review annual ALE Implementation Plan Participate in Steps to Success Provide support for first two days of school as assigned 	ALE Director
GATE	<ul style="list-style-type: none"> Organize 1:1 Pre-GATE screening for all incoming kindergarten students districtwide to recruit students for kindergarten classroom at DL GATE program at Hollinger. Attend Kinder Round Up and multiple marketing events, bringing materials to showcase Pre-GATE DL program at Hollinger Begin Danielson observations for GATE Itinerant staff Begin districtwide testing preparation, communication, and supervision of testing specialists Continue reviewing self-contained and pull-out placements and revising working lists for all pull-out and self-contained teachers Continue screening Pre-GATE students as needed Danielson pre-conference for GATE Itinerant evaluations Do self-contained and Tully GATE walkthroughs of all GATE teachers using GATE observables checklist and follow up as needed Follow up with all endorsement support plans with new GATE teachers GATE Itinerant walkthroughs, observations, and follow-up debrief GATE self-contained and Tully magnet walkthroughs Have all GATE teachers districtwide who are not fully endorsed complete endorsement support plan Meet with GATE principals as needed to plan, review goals, etc. Monitor GATE Itinerant enrichment/outlook calendars/newsletters, etc. Monthly GATE meeting with Tully leadership team Plan Family Enrichment Night Plan Teacher and Parent events/information sessions Plan, facilitate, and lead GATE Itinerant staff development Plan, organize, and staff GATE participation at all district events Prepare for districtwide testing 	Senior GATE Program Coordinator (w/ ALE Director oversight)

GATE	<ul style="list-style-type: none"> Promote and market all GATE programs Respond to parent concerns/communication Review budget and ordering Revise and confirm all MS/HS GATE resource teachers, confirm on Synergy, and update lists Create districtwide Literacy Kit schedule with teachers and Warehouse employees Self-contained and cluster programs--Meet with all GATE principals and GATE teachers for the beginning-of-the-year expectations Organize self-contained mentoring/support program Set up GATE professional development trainings Supervise and manage all GATE Itinerant staff with response to student, site, attendance, instructional, and other issues as they arise Update all GATE staff lists as staff changes occur Update website and SharePoint Weekly modeling and planning support for first year DL GATE self-contained teacher by GATE Itinerant teacher Weekly open-access talent development/enrichment lessons to all kindergarten and 1st grade students (rotated) by GATE Itinerant teacher Work with all new cluster and resource teachers on training, endorsements, etc. Fall and spring GATE articulation for DL GATE self-contained teachers at Hollinger 	<p>Senior GATE Program Coordinator</p> <p>(w/ ALE Director oversight)</p>
AACs	<ul style="list-style-type: none"> Attend school counselors meeting to review ALE Implementation Plan, access to AACs, and course offerings at each campus. The ALE Director meets with school counselors to review current ALE Implementation plan and review requirements of the Unitary Status Plan, including access to ALEs for all students and the 15% Rule. Collaborate with District CTE Coordinator and school staff to start process of ordering AP test. Finalize ordering process for PSAT 8/9 and PSAT/NMSQT, for test administration in October. Review PSAT information, including test date and specific instructions for implementing the PSAT for students in grades 9, 10, and 11 and distribute to all high school administrators and counselors Inform schools of the PSAT date and provide specific instructions for implementing the PSAT for students in grades 9, 10, and 11. The test is given in October each year. Schools are given specific instructions, from the College Board, to administer the test. Monitor ordering of AP tests. Tests are ordered by CTE Coordinator. The ALE Director assists as needed. 	<p>ALE Director</p> <p>ALE Director</p>

	<ul style="list-style-type: none"> Schedule 1:1 meeting with grade 6-12 principals to review AACs. In September, the ALE Director meets with all grade 6-12 administrators to review course offerings for the current year and plan expansion of courses for the following year. The meetings are calendared in August. 	
UHS	<ul style="list-style-type: none"> Answer and document admission concerns from parents as needed. Begin planning for UHS Step Up Day, in conjunction with UHS administrative team. Each year, UHS provides a Step Up Day experience for all current 8th grade students who are eligible for admission to UHS for the following year. This has proven to be a successful marketing and recruitment tool. In conjunction with UHS administrative team, provide busses for Tucson Unified 8th grade students. Meet with UHS and TUSD Desegregation Department to review previous year's goals to identify new goals for the current school year. Review UHS admissions policy as needed Visit UHS 	ALE Director
AVID	<ul style="list-style-type: none"> Accompany AVID Center staff on site visits and adjust DD (District Director) goals accordingly Arrange and facilitate District feeder pattern meetings Attend Site Team meetings as schedule permits Calendar all AVID Center due dates for Secondary Certification and Data and Elementary Certification and Data; set District due dates accordingly Collect Site Plans from each school; review and identify trends in the District to help inform yearly goals for AVID Complete/revisit AVID District Director Questionnaire to create/refine DD goals/plan for the year Conduct coaching visits focusing on WICOR strategies, AVID Elective curriculum (Weeks at a Glance), tutor performance, and site-based goals Coordinate and facilitate AVID's "Building Capacity for District-Based Professional Development" workshop to train educators from TUSD's AVID sites to facilitate AVID professional learning sessions Create a plan to train AVID Elective teachers who did not attend Summer Institute Encourage staff at AVID sites to register for and attend AVID sponsored area workshops. Monitor AVID Center communication for information on availability of sessions. 	AVID Coordinator (w/ ALE Director oversight)

AVID	<ul style="list-style-type: none"> • Ensure that AVID elementary teachers collect student-level pre-assessments; assist sites with disaggregating data and using it to refine their goals for the year • Gather secondary AVID Elective class and elementary AVID-implementing class schedules for each site • Have each principal or coordinator confirm MyAVID accounts for Site Team members. Assign roles in MyAVID for added support. • Make arrangements to attend AVID DD Workshops as scheduled • Meet weekly with ALE administrative assistant to review field trips, supply orders, travel details, budget, and other topics related to the AVID program • Monitor and disseminate information from AVID Center national and regional communications (newsletters, emails, live chats, flyers, etc.) • Obtain Site Team meeting schedules from sites and add them to calendar • Provide tutor training for new tutors; provide continuing education for returning tutors • Schedule and provide professional development to AVID sites on an “as needed” basis • Set the site visit and classroom observation schedule, focusing on WICOR strategies, AVID Elective curriculum (Weeks at a Glance), tutor performance, and site-based goals • Update district AVID communication tools, such as any websites or newsletters • Verify that new sites have received their AVID Library and MyAVID logins for AVID Weekly and/or AVID Elementary Weekly • Work with AVID Center staff to calendar dates for fall support • Work with AVID Center staff to determine a plan of support based on DD goals/plan • Work with AVID Elective teachers for ongoing refinement of the tutorial process and non-negotiables • Work with schools to recruit, hire, train, and place AVID tutors for the AVID Elective • Work with sites as they schedule AVID back-to-school Family Workshops 	AVID Coordinator (w/ ALE Director oversight)
AVID	<ul style="list-style-type: none"> • Work with sites to create plans for AVID students to sit for vertically articulated college entrance exams • Work with sites to create systems for access to evidence that supports the certification process • Work with sites to ensure AVID seniors are on track to take SAT® or ACT® 	AVID Coordinator (w/ ALE Director oversight)

- Work with sites to provide opportunities for AVID students to experience college visits, career speakers, mentorships, etc.

2nd Quarter

AREA	ACTION	OWNER
GENERAL ALE	<ul style="list-style-type: none"> Attend Desegregation budget meeting Attend High School Expo Develop proposal for AVID expansion Organize AP Desert Summer Institute planning meeting Review 40th Day ALE data for growth, regression, stagnation, and planning 	ALE Director
GATE	<ul style="list-style-type: none"> Attend National Gifted Conference Continue testing all 1st and 5th graders and all other grades based on request Continue testing, scanning, preparing, and visiting testing sites Continue to plan and organize GATE Itinerant staff development Finalize spring semester GATE Itinerant curriculum, ordering of materials, lesson plans, etc. Follow up with A&E for testing, placements, and scoring Follow up with out-of-district placements, reciprocity between districts, appeals, etc. Conduct GATE itinerant classroom visits Maintain all self-contained and pull-out working lists Maintain inter-departmental communications with all other departments Maintain Itinerant Outlook calendars, newsletters, SharePoint documents, etc. Maintain Literacy Kit distribution, including Spanish GATE literacy kits for DL GATE self-contained GATE teachers Meet with GATE principals as needed to plan, review goals, etc. Monthly GATE meeting with Tully leadership team Plan and facilitate fall K-5 and middle school GATE articulation trainings Plan and schedule all self-contained open houses beginning in January 	Senior Gate Program Coordinator (w/ ALE Director oversight)
GATE	<ul style="list-style-type: none"> Plan spring GATE districtwide professional development, post on True North Logic, and email all GATE listservs Plan, facilitate, and lead GATE Itinerant staff development Plan, organize, and staff GATE participation at all District events Prepare and finalize for all GATE self-contained open houses Promote and market all GATE programs Respond to parent concerns/communication Review all GATE itinerant progress reports for 1st Quarter 	Senior Gate Program Coordinator (w/ ALE Director oversight)

	<ul style="list-style-type: none"> • Review budget and ordering • Self-contained and Tully magnet walkthroughs and follow up feedback as needed • Supervise and manage all GATE Itinerant staff with response to student, site, attendance, instructional, and other issues as they arise • Update website and SharePoint • Visit testing sites and observe testing specialists • Work with Communications for open house marketing materials • Market program for the spring; send flyers to DL GATE qualifying students not currently at Hollinger • Create and send DL GATE informational flyer and marketing materials to GATE qualifying dual language students who were not enrolled in a self-contained program • Complete My Learning Plan for GATE Itinerant teachers for Dec. 1 deadline 	
AACs	<ul style="list-style-type: none"> • Begin to gather new course offerings for AACs for the following year. Work with schools that need additional help with scheduling AACs, as appropriate. • Collaborate with District CTE Coordinator and school staff to finalize process of ordering AP tests. Ordering deadline is November 15. • Organize initial AP Mentor Meeting. High schools are provided an AP Mentor and two AP Tutors per school year. The ALE Director meets with AP Mentors three times during the school year to review Unitary Status Plans, Mentor Plans, and Communication Logs 	ALE Director
UHS	<ul style="list-style-type: none"> • Attend Step Up Day • Mid-year goal analysis – Meet with the UHS administrative team to review progress made on goals • Mid-year retention analysis – Meet with the UHS administrative team to review student retention 	ALE Director
AVID	<ul style="list-style-type: none"> • Attend DD Workshops as scheduled • Attend Site Team meetings as schedule permits • Begin data collection for Site Data and/or General Data • Conduct coaching visits focusing on WICOR strategies, AVID Elective curriculum (Weeks at a Glance), tutor performance, and site-based goals 	AVID Coordinator (w/ ALE Director oversight)

AVID	<ul style="list-style-type: none"> • Conduct pre-certification visits at each site using the ISS as a guide for elementary and CCI as a guide for secondary • Determine the course of action to support sites with the Elementary ISS process and submission and the Secondary CCI process and preparation • Develop community partnerships to support AVID • Ensure that site principals submit Elementary ISS to the District AVID Coordinator by the posted deadline • Identify new sites interested in implementing AVID next year; schedule informational sessions as needed • Meet weekly with ALE Administrative Assistant to review field trips, supply orders, travel details, budget, and other topics related to the AVID program • Monitor and disseminate information from AVID Center national and regional communications (newsletters, emails, live chats, flyers etc.) • Provide informational sessions for sites interested in implementing AVID • Provide professional development to administrators through Instructional Leadership Academy • Put in request to AVID Center for summer AVID District Path Training • Remind Summer Institute participants to revisit the AVID eLearning Platform to follow up on summer learning • Review and approve each site's Elementary ISS and submit to AVID • Schedule a pre-certification visit at each site. Coach sites as needed to ensure site goals are being reached, AVID is being implemented with fidelity, and certification is achieved. • Schedule spring tutor training • Support Site Teams as they educate their sites and feeder schools about AVID student selection and begin student recruitment efforts for fall • Support sites as they develop their AVID Elective student recruitment plan (timeline and responsibilities). Determine which aspects of the process should align across AVID sites. • Support sites as they finalize their AVID Elective student recruitment process and selection criteria • Utilize the District Dashboard and the AVID Data Reports Site on MyAVID to analyze student data and identify districtwide gaps and trends to assist with coaching and supporting sites • Verify progress with General Data and the CCI (secondary) • Work with AVID Center staff to calendar dates for spring support • Work with principals and coordinators to plan and implement staff professional learning 	AVID Coordinator (w/ ALE Director oversight)
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- Work with sites as they begin planning spring college field trips and other community/college/career awareness events
- Work with sites to ensure AVID seniors are completing college applications
- Work with sites to ensure AVID seniors are completing the FAFSA, which opens October 1

3rd Quarter

AREA	ACTION	OWNER
GENERAL ALE	<ul style="list-style-type: none"> Attend budget meetings Attend Tucson Unified Job Fair Read to students for Love of Reading Week, as appropriate 	ALE Director
GATE	<ul style="list-style-type: none"> Attend Arizona Gifted Conference; schedule GATE teachers to attend, including 2 GATE teachers from DL GATE program at Hollinger Begin sending out GATE placement statements Continue GATE self-contained open houses Continue testing Pre-GATE and districtwide makeup testing Maintain all self-contained and pull-out working lists Maintain Literacy Kit distribution, including Spanish GATE literacy kits for DL GATE self-contained GATE teachers Meet with GATE principals as needed to plan, review goals, etc. Monthly GATE meeting with Tully leadership team Plan and staff GATE self-contained open houses Plan, facilitate, and lead GATE Itinerant staff development Plan, organize, and staff GATE participation at all District events 	Coordinator (w/ ALE Director oversight)
GATE	<ul style="list-style-type: none"> Promote and market all GATE programs Respond to parent concerns/communication Supervise and manage all GATE Itinerant staff with response to student, site, attendance, instructional, and other issues as they arise Update website and SharePoint Visit all GATE self-contained classrooms Work with A&E on districtwide score report, including review and analysis Work with Assessment & Evaluation on districtwide score report, including review and analysis Schedule fall and spring articulation meetings for DL GATE self-contained teachers at Hollinger 	Senior GATE Program Coordinator (w/ ALE Director oversight)

AACs	<ul style="list-style-type: none"> • Develop marketing materials for AP Summer Boot Camp and distribute to all high school administrators. In June, all comprehensive high schools offer enrichment programs for students. UHS and Cholla offer site specific programs. The remaining high schools offer AP Summer Boot Camp for students to learn about and prepare for the rigorous courses of AP and Dual Credit. The marketing materials are distributed to administrators through the Leadership Connection newsletter and on the ALE website throughout the spring semester. Schools select a coordinator and two additional teachers for the program. Teacher names are submitted to the ALE Administrative Assistant and students register for the Boot Camp throughout the semester. The marketing of the Boot Camp is an ongoing process throughout the spring semester. The ALE Director reports the number of students who attend in the Annual Report. 	ALE Director
AACs	<ul style="list-style-type: none"> • Distribute marketing materials for Advanced Placement Desert Summer Institute to all school administrators. Teachers from all Tucson Unified schools are encouraged to register for classes with the AP Desert Summer Institute, held in June, at Tucson High Magnet School. Courses range from AP specific courses to GATE strategy courses. The District covers all fees for attendance. The marketing of the institute is an ongoing process throughout the spring semester. The ALE Director reports the number of teachers trained in the Annual Report. • Finalize new course offerings for middle school AACs for the following year. • In conjunction with College Board, provide PSAT AP Potential Training to school administrators and counselors. Each year students in grades 9, 10, and 11 take the PSAT. The results of this test are used help identify students with potential to do well in AP, Dual Credit, or IB classes. The College Board trains counselors and administrators in the development of the AP Potential Report. The ALE Director also prepares a Parent Link automated message to all students showing potential to do well, encouraging them to register for AACs. Student Success Specialists from African American and Mexican American Student Services make individual phone calls to all African American and Mexican American students and families encouraging them to enroll in AACs. 	ALE Director
AACs	<ul style="list-style-type: none"> • Organize AP Mentor Meeting to review progress made on contacts with students and families • Prepare and attend ALE data review meetings with all principals. Based on the 40th day data, the ALE Director meets with all administrators to review progress made towards the 15% Rule in their ALE offerings. • Review Cholla High School International Baccalaureate budget in preparation for budget meetings 	

UHS	<ul style="list-style-type: none"> • Attend Welcome Gala • Meet with UHS administrative team to review School Data to look for ways to expand course offerings • Review UHS budget in preparation for budget meetings 	ALE Director
AVID	<ul style="list-style-type: none"> • Attend DD workshops as scheduled • Attend Site Team meetings as schedule permits • Attend Tucson Unified community and student outreach events (HS Expo) • Begin AVID contract request for following year • Conduct coaching visits focusing on WICOR strategies, AVID Elective curriculum (Weeks at a Glance), tutor performance, and site-based goals • Conduct spring tutor training; hire new tutors as needed • Confirm implementation (Secondary and Elementary) plans with potential new sites • Continue AVID implementation agreement/contract process • Encourage staff at AVID sites to register for and attend offered spring area workshops. Monitor AVID Center communication for information • Ensure Site Teams assist with the CSS/CCI and collecting documentation • Ensure that all sites have begun entering Site Level Data • Ensure that AVID elementary teachers have administered student-level mid-year assessments and assist sites with disaggregating data and using it to refine their goals • Meet weekly with ALE administrative assistant to review field trips, supply orders, travel details, budget, and other topics related to the AVID program 	AVID Coordinator (w/ ALE Director oversight)
AVID	<ul style="list-style-type: none"> • Monitor and disseminate information from AVID Center national and regional communications (newsletters, emails, live chats, flyers etc.) • Monitor the progress of all AVID sites as they submit Site Level Data to the District AVID Coordinator • Register attendees for Summer Institute (SI); begin travel arrangements • Review AVID Elementary ISS results; help sites determine course of action • Review site progress toward certification and evaluate alignment with District AVID goals • Schedule and provide professional development to AVID sites on an “as needed” basis 	AVID Coordinator (w/ ALE Director oversight)

- Support AVID Elementary sites as they complete data review of student-level midyear assessments with sites
- Support sites as they continue the student selection process (district communication, Family Information Nights, application due dates, interviews)
- Support sites as they initiate and/or complete student selection for the next school year's AVID Elective classes
- Use completed Site Plans and District/site goals to determine who should attend AVID SI
- Verify Site Level Data and submit to AVID Center prior to May due date
- Work with AVID elementary and secondary sites as they schedule AVID Family Workshops
- Work with secondary sites to ensure they are using the CCI to assess their progress and refine their goals and implementation next steps
- Work with sites to ensure AVID juniors and seniors are on track to take/retake SAT® or ACT®
- Work with sites to monitor and adjust Site Plans based on data, progress toward goals, and certification metrics

4th Quarter

AREA	ACTION	OWNER
GENERAL ALE	<ul style="list-style-type: none"> • Assist with AzMERIT testing as requested • Attend ALE and GATE budget meetings • Attend Celebration of the Stars • Attend school budget meetings • Attend student award ceremonies • Attend Summer Professional Development planning meeting • Write Annual Report • Complete evaluations for Senior GATE Program Coordinator, AVID Program Coordinator, and ALE Administrative Assistant • Complete self-evaluation for own evaluation • Meet with representatives from Tucson High and AP Desert Summer Institute to finalize plans for AP Desert Summer Institute • Participate in Celebration of the Stars interviews • Review Master Schedules for ALE annual growth 	ALE Director
GATE	<ul style="list-style-type: none"> • Begin planning and writing Itinerant curriculum for following school year • Complete all Itinerant, testing specialist, and classified evaluations and all supporting documentation on My Learning Plan and True North Logic • Complete all make ups, appeals, and 1:1 testing • Complete My Learning Plan • Continue GATE Itinerant and self-contained classroom walkthroughs and visits • Increase marketing for all under-enrolled self-contained programs • Maintain all self-contained and pull-out working lists • Maintain Literacy Kit distribution, including Spanish GATE literacy kits for DL GATE self-contained GATE teachers • Meet with GATE principals as needed to plan, review goals, etc. • Monthly GATE meeting with Tully leadership team • Place vacant Itinerant positions for the following school year on Applitrack and begin interviewing as needed • Plan and facilitate GATE end-of-year planning week • Plan, facilitate, and lead GATE Itinerant staff development • Plan, organize, and staff GATE participation at all District events 	Senior GATE Program Coordinator (w/ ALE Director oversight)

GATE	<ul style="list-style-type: none"> • Plan, post, and advertise for summer GATE professional development trainings • Promote and market all GATE programs • Recruit, inform, and train all middle school and high school resource teachers for the following school year • Respond to parent concerns/communication • Review GATE Itinerant progress reports • Review local norms and multiple measures and place students accordingly • Supervise and manage all GATE Itinerant staff with response to student, site, attendance, instructional, and other issues as they arise • Supervise GATE close out of classrooms • Update website and SharePoint • Visit all GATE cluster classrooms • Work on self-contained student placements in classrooms, marketing of program • Work with A&E on districtwide score report, including review and analysis 	Senior GATE Program Coordinator (w/ ALE Director oversight)
AACs	<ul style="list-style-type: none"> • Help supervise AP testing • Organize final AP Mentor meeting • Review proposed course lists for all schools for AACs. Meet with schools that may need extra assistance as needed. • Update Intergovernmental Agreement (IGA) with Pima Community College to offer Dual Credit classes. The IGA is updated annually with course offerings that will be added for the following year. This requires approval of the Tucson Unified School District Governing Board. 	ALE Director
UHS	<ul style="list-style-type: none"> • Support preparation for BOUNCE, BOOST, and BLAST • Review any newly proposed courses. Meet with school team if assistance is needed. 	ALE Director
AVID	<ul style="list-style-type: none"> • Accompany AVID Center staff on site visits and adjust DD goals accordingly • Assist elementary sites in creating school supply lists for next year • Assist sites in planning end-of-year celebrations. Invite key supporters. • Attend Site Team meetings as schedule permits • Attend Tucson Unified community and student outreach events (Tucson Festival of Books) 	AVID Coordinator (w/ ALE Director oversight)

AVID

- Check to make sure all Senior Data has been submitted
- Conduct certification meetings with each site
- Conduct certification walkthroughs at each site using the CSS as a guide for elementary and CCI as a guide for secondary
- Conduct coaching visits focusing on WICOR strategies, AVID Elective curriculum (Weeks at a Glance), tutor performance, and site-based goals
- Confirm that SI attendees are registered for correct strands and update TBAs
- Discuss staff changes and related plans for training and implementation
- Ensure AVID elementary teachers collect student-level post-assessments and assist sites with disaggregating data and using it to refine their goals for the next school year
- Ensure each established site has developed a first draft of the Site Plan. New sites will complete this at SI.
- Ensure that sites are on track to complete and submit their Elementary CSS or Secondary CCI with access to appropriate evidence
- Facilitate Site Team pre-planning for Summer Institute
- Facilitate tutor celebration and/or appreciation activities
- Finalize arrangements for Summer Institute travel and attendance
- Finalize AVID contract and submit to AVID Division office
- Follow up on coaching visits with administrators and Site Team teachers to reinforce alignment between observations and goals
- Meet weekly with ALE Administrative Assistant to review field trips, supply orders, travel details, budget, and other topics related to the AVID program
- Monitor and disseminate information from AVID Center national and regional communications (newsletters, emails, live chats, flyers etc.)
- Provide support for site hosting AVID District Path Training
- Register participants for AVID District Path Training. Check in with site to ensure it is ready to host training.
- Remind Summer Institute participants to complete their eLearning
- Review and approve Secondary CCI and Elementary CSS for each site
- Review and update AVID DD Plan
- Review submitted General Data to determine course of action for support to sites
- Review Summer Institute resources, including Site Team materials

AVID Coordinator (w/ ALE Director oversight)

AVID	<ul style="list-style-type: none"> • Revisit the District Goal Support Questionnaire and adjust DD goals/plan accordingly • Support sites as they conduct registration checks for all current and future AVID students to ensure appropriate and rigorous course registration for next school year • Support sites to ensure that AVID Elective student selection and scheduling for next school year are complete • Utilize the District Dashboard and the AVID Data Reports Site on MyAVID to analyze student data and identify districtwide gaps and trends to assist with coaching and supporting sites • Verify Site Level Data and submit to AVID Center • Work with site administration to ensure AVID students have access to rigorous courses within the master schedule • Work with sites as they begin planning fall college field trips and other community/college/career awareness events • Work with sites to ensure AVID seniors have completed the college application process • Work with sites to ensure AVID seniors have MyAVID accounts and are completing Senior Data • Work with sites to ensure AVID seniors report their plans and successes through the AVID Senior Data portal before the end of the school year • Work with sites to monitor and adjust Site Plans based on progress toward goals and certification metrics. Prepare teams attending SI to continue work on Site Plans moving into the next school year. 	AVID Coordinator (w/ ALE Director oversight)
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End of Year/Start of Summer

AREA	ACTION	OWNER
GENERAL ALE	<ul style="list-style-type: none"> Attend AP Desert Summer Institute Finish writing Annual Report 	ALE Director
GATE	<ul style="list-style-type: none"> Complete all orders, budget for the fiscal year Complete inventory of all Literacy Kits, games, books, and book room materials and update and maintain as needed Maintain all self-contained and pull-out working lists Schedule and attend regular meetings to improve process for DL GATE screening, admission, and parent/child support, with increased frequency at the beginning of the school year. Place vacant Itinerant positions for the following school year on Applitrack and begin interviewing as needed Plan, facilitate, and lead GATE Itinerant staff development Plan, organize, and staff GATE participation at all district events Promote and market all GATE programs Recruit, inform, and train all middle school and high school resource teachers for the following school year Respond to parent concerns/communication Review and revise Dual Language/GATE process for GATE qualifying students who need DL screener. Complete checklist for GATE/DL/Hollinger staff for use with these students Update website and SharePoint Work on self-contained student placements in classrooms, marketing of program 	GATE Senior Program Coordinator (w/ ALE Director oversight)
AACs	<ul style="list-style-type: none"> Finalize AP Summer Boot Camp Support IB Summer Boot Camp 	ALE Director
UHS	<ul style="list-style-type: none"> Support BOUNCE, BOOST, and BLAST 	ALE Director
AVID	<ul style="list-style-type: none"> Attend AVID Summer Institute and present Site Team information Assist sites in planning and scheduling back-to-school professional learning Analyze retention data from the school year and D/F List with Assistant Principals and Counselors Set due date for Site Plans to be submitted to District AVID Coordinator 	AVID Coordinator (w/ ALE Director oversight)

- Meet with Site Teams that were unable to attend SI and provide updates and coaching based on their CSS/CCI
- Monitor and disseminate information from AVID Center national and regional communications (newsletters, emails, live chats, flyers etc.)